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Chief, Management Staff

17 August 1956

Chief, O&M Staff (DD/I and DD/S Area)

Work Report Week Ending 15 August 1956.

Accomplishments

1. T/O Completed.

MS-948, Transfer of Support Branch, Planning Staff to the Administrative Staff, Office of Logistics. [REDACTED]

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2. Preparation of memorandum to the Executive Assistant to the Director for the Acting DD/S on the Readability of Office Memoranda Study of OTH.

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Assignments Active This Week

3. Project 5-72, Assistance to O&M in the Development of a Suitable Regulation concerning Cartographic Support Available in CIA. [REDACTED]

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4. MS-855, T/O Adjustment [REDACTED] - reorganization and reduction of T/O to ceiling. [REDACTED]

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5. Project 6-45, O&M Space Study - At request of DD/I an analysis of overcrowding in O&M and appropriate recommendations for improvement.

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6. MS-935, Reorganization and T/O Revision of Special Register, O&M.

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7. Project 6-24, Survey of Procedures for Insuring that Separating Employees Conclude All Business with CIA Prior to Separation. [REDACTED]

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8. Project 5-46, Preparation of Statements of Mission and Functions of the CIA MLINT Staff Officer and other Agency Participants in the MLINT Program. [REDACTED]

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9. Project 5-17, Study of Program Analysis Staff, Organization, Functions, Staffing and Procedures. [REDACTED]

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10. Project 5-80, Review of Procedures Printing Services Division assistance in implementing recommendations. [REDACTED]

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11. Project 5-1A, Fiscal Division - Assistance in implementing recommendations relating to Payroll Branch. [REDACTED]

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12. Project 4-110, Destruction and Disposal of Classified Waste. [REDACTED] 25X1A9a
13. Project 6-28, Transfer of Unvouchered Slots Field to Headquarters and Establishment of New Organizational Components, Office of Security. [REDACTED] 25X1A9a
- 25X1A9a 14. Project 6-48, Reorganization of Support Branch, Special Security Division, Office of Security. [REDACTED]
15. Project 5-1E, Study of Technical Accounting Staff, Organization, Functions, Staffing, and Procedures. [REDACTED] 25X1A9a
- 25X1A9a 16. Project 6-47, Study of the Use of Unvouchered Funds to Pay Agency Employees. [REDACTED]
17. Project 6-14, Study of Agency Overtime Practices. [REDACTED] 25X1A9a
18. Project 6-49, Study of Language and Area Instruction to determine whether internal CIA programs are the most efficient, economical and secure means of providing such instruction. [REDACTED] 25X1A9a
- 25X1A9a 19. MS-951, Transfer of Ceiling from OCR to WE and Reduction of OCR T/O to Ceiling. [REDACTED]
20. Reorganization of OTR Schools. [REDACTED] 25X1A9a
- 25X1A9a 21. MS-936, Increase in Ceiling of OTR Assessment and Evaluation Staff for JOY Program. [REDACTED]
- 25X1A9a 22. MS-883, Increase of 8 in OTR T/O for Foreign Language Incentive and Development Programs. [REDACTED]
- Miscellaneous
23. Training. Ten hours on-the-job training on finance and fiscal procedures and on logistics procedures and organization. [REDACTED] 25X1A9a
- [REDACTED] 25X1A9a

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